

Hendricks County
Job Description

Title: Drainage Inspector Deputy

FLSA Status: Non-Exempt

Department: Surveyor

Pay Band: OSS 2

Supervisor: Surveyor

PURPOSE OF POSITION:

Ensure compliance with drainage ordinances and regulations in areas utilizing legal drains and county maintained easements.

ESSENTIAL FUNCTIONS:

- Reviews plats and drainage plan submissions for compliance with Hendricks County Storm water Management Handbook.
- Reviews approved plats for recording.
- Performs physical inspections of developments containing drain tiles and ditches that are regulated drains and maintained by the county.
- Performs final inspection of new subdivision drainage systems to approve bond releases.
- Performs review of drainage videos to ensure construction compliance.
- Prepares information on measurements, survey reports, and ditch & drain tile invert elevations for regulated drains.
- Prepares information on regulated drain watersheds and property owner information for documentation purposes.
- Prepares cost estimates on construction, re-constructing, repair, and maintenance of open drains & drain tiles.
- Researches and inspects drainage complaints and design solutions.
- Prepares and reviews contracts for regulated drain maintenance including but not limited to mowing projects, spray contracts, contacts contractors for requests for proposal, submits proposals to Surveyor for approval and meets on-site with contractors.
- Reviews outlet and encroachment permits for all regulated drains.
- Reviews plot plans for compliance with the Hendricks County Stormwater Management Handbook.

NON-ESSENTIAL FUNCTIONS:

- Receives and maintains records of all property splits containing a regulated drain.
- Updates and maintains regulated drain archives.
- Locates and labels drains to prevent possible disruption of the drainage system.
- Performs other duties as assigned.

EDUCATION & QUALIFICATION REQUIREMENTS:

- High school diploma or GED
- Basic knowledge of drafting and surveying techniques and equipment
- Strong math skills (algebra, geometry and physics)
- Ability to read and interpret blue prints, plot plans and maps
- Working knowledge of drainage regulations
- Ability to understand drainage calculations and their application to the drainage design
- Ability to effectively and tactfully deal with other people
- Working knowledge of English grammar, spelling and punctuation
- Ability to effectively communicate orally and in writing with co-workers, other County departments and municipalities, regulation agencies, utilities, consultants and public
- Ability to properly operate standard office equipment, including calculator, computer, printer, copier, telephone, scanner, plotter, digital camera, and erosion control devices
- Ability to effectively use a variety of technical reference materials, and department software, such as network, GIS, word processing, spreadsheet, and operation ms4
- Ability to plan and lay out assigned work projects, work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with co-workers and the public
- Ability to understand and follow written and oral instructions/directions, and appropriately respond to constructive criticism
- Ability to work on several tasks at the same time, and complete work effectively amidst frequent distractions and interruptions
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Must be able to maintain and possess a valid Indiana driver's license

RESPONSIBILITY:

Incumbent works independently using regulations and ordinances as a guide to perform duties. Some judgment is required when applying related codes, laws and ordinances to varied situations, but major deviations from normal procedures are directed to the Surveyor. Errors in work are usually discovered by occasional checks, and errors can cause substantial inconvenience to contractors and the public.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, developers, engineers, contractors, governmental agencies and the general public for the purpose of communicating factual information and ensure compliance with codes.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Incumbent's duties are somewhat restricted in scope, but are of substantial intricacy, involving many variables and considerations. Incumbent's duties are sometimes very physically demanding work in the outdoors and can be in inclement weather under extreme hot and cold. Also, incumbent works in dangerous areas such as county and state roads and on private property. Some of the work is in the office but the majority of the work is in the outdoors. Incumbent must work includes independent judgment in ensuring compliance with federal, state and local codes and standard practices of the profession in planning and completing program requirements.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Drainage Inspector in the Surveyor Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Printed Name